

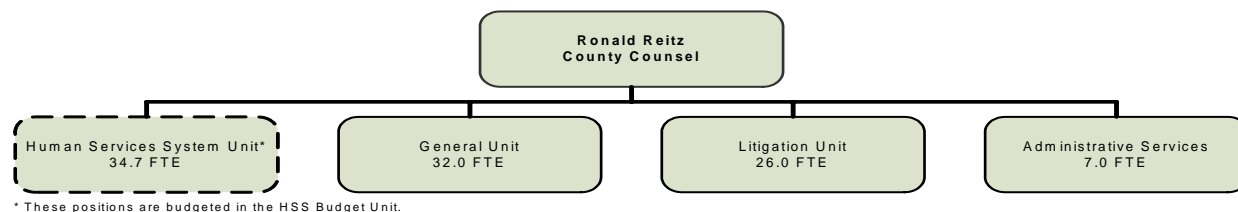
COUNTY COUNSEL

Ronald Reitz

I. MISSION STATEMENT

To serve and protect the County, its treasury, and its governing body, by providing timely and accurate legal services and aggressively representing the County in litigation. Legal services shall be performed maintaining the highest professional and ethical standards while fostering high morale and productivity in the work place through collaborative efforts dedicated to continuous improvement.

II. ORGANIZATIONAL CHART



Two budget units fund County Counsel. County Counsel has the CCL budget unit consisting of the General and Litigation Units of the office and is included in the Administrative/Executive County Budget. County Counsel is also funded within the Human Services budget in HS-Legal Division. Even though County Counsel is considered a general fund department, a significant portion of its services are funded by Risk Management, Human Services, other governmental entities, as well as certain County departments including the Sheriff, Human Resources and Special Districts.

III. DESCRIPTION OF MAJOR SERVICES

County Counsel provides civil legal services to the Board of Supervisors, County Administrative Office, County departments, commissions, special districts, and school districts. County Counsel also provides legal services to various joint powers authorities and represents the courts and judges on certain matters. In performing its duties, the County Counsel's Office is divided into three operational units: the Litigation Unit, the Human Services Unit, and the General Unit.

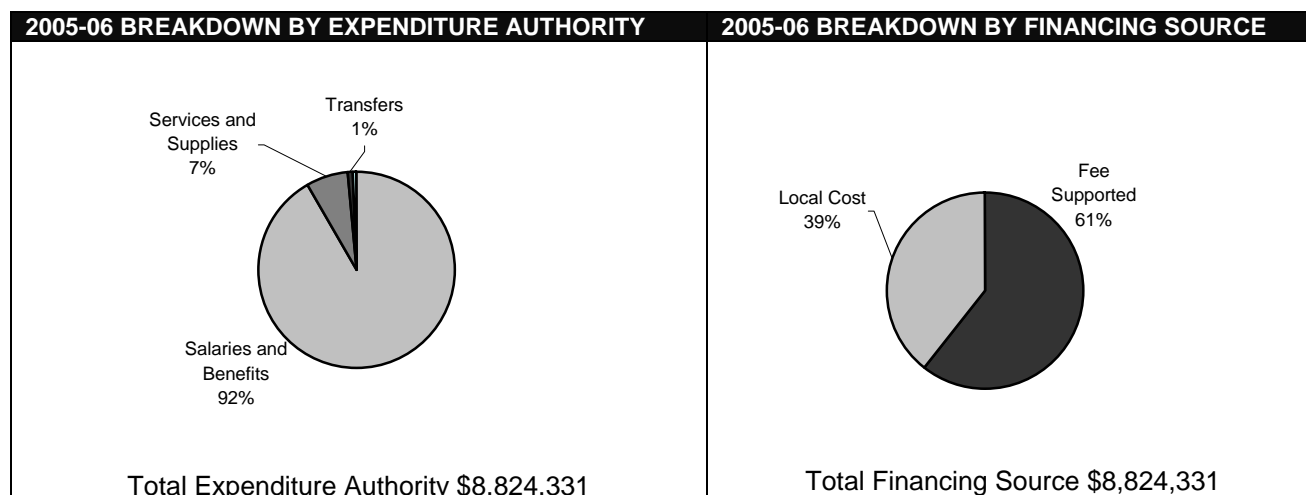
The Litigation Unit handles tort and civil rights litigation, workers' compensation and code enforcement. This Unit is revenue supported. All Litigation Unit clients are billed by the hour for services; the largest client of this Unit is Risk Management.

The Human Services Unit is the next major unit within County Counsel. The Human Services Unit is revenue supported through the Human Services budget and serves the HSG departments. A large portion of this Unit is dedicated to the litigation of juvenile dependency trial and appellate matters for the Department of Children's Services. All of the juvenile dependency litigation is work mandated by law. The remainder of the staff in this Unit serves as general legal counsel, including some litigation, for other HSG related departments and entities, such as the Departments of Aging and Adult Services, Transitional Assistance, Preschool Services, Jobs and Employment Services (welfare to work component), Child Support Services, and the IHSS Public Authority and Children and Families Commission.

The General Unit provides legal services to County departments supported by the general fund even though a substantial portion of the General Unit is revenue supported. The revenue supported General Unit attorneys are dedicated primarily to providing legal services to County departments (such as Sheriff and Human Resources) and outside governmental entities (such as SANBAG, OMNITRANS, and Special Districts) which pay for all or a significant portion of their legal services. The remaining General Unit attorneys and clerical staff are supported by the general fund. Therefore, in addition to the County Counsel, Assistant County Counsel and related clerical staff who are also general fund supported, the General Unit has only 9 general fund supported attorneys plus clerical staff dedicated primarily to providing legal services to the Board of Supervisors, County Administrative Office, and the County departments and other governmental entities that do not reimburse the Office for legal services rendered.



IV. 2005-06 BUDGET



V. GOALS & 2006-07 OBJECTIVES AT CURRENT FUNDING LEVELS

GOALS	2006-07 OBJECTIVES
1. Provide accurate, timely and reliable document and contract review and legal advice for the Board of Supervisors, CAO, County departments and other clients in order to help these clients achieve their objectives.	A. Review and revise as necessary contracts within two weeks of receipt. B. Respond to requests for other services with reliable and timely service, including drafting of legal analysis by agreed upon target date.
2. Provide exemplary litigation services, by defending actions and decisions, and advocating positions of our clients to assist those clients in achieving their objectives.	A. Track incoming litigation cases with the goal of minimizing liability and maximizing County recovery; resolve cases with a positive outcome within liability targets.

As the Office of County Counsel is the legal arm of the County, the above goals highlight certain service areas that are County Counsel's responsibility. Our Office's goals and objectives are to improve the performance of these areas for the benefit of the County and its elected officials and managers.

The first goal represents working with County and other clients to expedite accurate processing of our general advisory function when the County Counsel's Office is called upon to assist its clients in the performance of their obligations. If the efficiency of the County Counsel's Office is increased, it will amount to a cost saving for the County as a whole in the administration of day-to-day business.

The second goal represents working with County and other clients to ensure the Office renders superior litigation services and tracks the effectiveness of the office by quantifying the results of litigation seeking damages and those cases where the county prevails and receives monetary awards.



VI. PERFORMANCE MEASURES AT CURRENT FUNDING LEVELS

OBJT.	MEASUREMENT	2006-07 (Projected)
1A.	Percentage of contracts that are reviewed and revised within two-weeks of receipt.	85%
1B.	Percentage of clients who ranked satisfactory or above on advice they received by attorneys which was clear, relevant and timely.	85%
2A.	Percentage of cases being litigated that resulted in resolution in favor of the County or within liability targets.	85%

VII. GOALS & OBJECTIVES IF ADDITIONAL FUNDING (POLICY ITEMS/NEW FEES) IS APPROVED

GOALS	OBJECTIVES
To manage and improve timely legal services to the Board, CAO and our other general fund clients.	<p>Increase staffing by adding a general advisory/transactional unit attorney. This attorney will serve the Board, CAO and our other general fund clients, to meet their growing legal needs.</p> <p>Additional Funding Requested: \$185,800</p>
To manage growing filing space needs and make efficient use of valuable floor space.	<p>Install Space Saver Filing Cabinets: remodel and purchase high density filing systems for both 3rd and 4th floors to reduce growing filing space needs and make efficient use of valuable floor space.</p> <p>Additional Funding Requested: \$250,000</p> <p>Note: Does not include construction cost to reinforce structural integrity of the building.</p>
To improve work areas on the 3 rd floor by increasing ergonomical compliancy and updating the electrical systems.	<p>Refurbish 3rd floor cubicles: needed to upgrade electrical to current industry standards and eliminate electrical problems caused by antiquated electrical system; remodel cubicles to incorporate more ergonomical work areas, to reduce and prevent work related injuries.</p> <p>Additional Funding Requested: \$225,000</p>
To improve our conference rooms and computer systems; increasing efficiency, speed and equipping our conference rooms with multimedia interfaces.	<p>Upgrade computer systems hardware/platform software: "backbone" items including switch, router, and cabling/fiber; upgrade servers for speed, efficiency and additional storage. This upgrade includes multimedia interfaces in two conference rooms used by multiple departments in the building.</p> <p>Additional Funding Requested: \$200,000</p>



GOALS	OBJECTIVES
<p>To improve our professional services by updating our reception phone system. The updated and integrated phone system will allow us to assist our clients more efficiently and promptly.</p>	<p>Upgrade 4th floor reception phone system: this desk is extremely busy and our current system is a single console phone. The upgrade would provide a new receptionist module integrated with our computers and would allow the receptionist to see if an attorney is on the phone or out of the office. The new system will allow calls to be answered and transferred more efficiently, allowing clients to reach their contacts in a more professional and effective manner.</p> <p>Additional Funding. Requested: \$50,000 (ISD Estimate)</p>

If there are questions about this business plan, please contact Donna Vickers, Chief of Administration, (909) 387-5456.

